

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

TANF CASH ASSISTANCE

Subject:
Sanction

Supersedes: TANF 702-3 (07/01/08); TB-49 (9/18/08)

References: 45 CFR 261.13 -.15; ARM 37.78.102, .103, .216, .506 and .508; Deficit Reduction Act of 2005;

GENERAL RULE– There are specific eligibility requirements TANF cash assistance participants must fulfill to remain eligible for benefits. A sanction is imposed when the TANF cash assistance participant, who is required to complete a Family Investment Agreement and WoRC Employability Plan (FIA/EP), fails or refuses to comply with, or verify participation in, activities negotiated with either Tribal NEW or WoRC.

NOTE: A sanction will not be imposed if good cause for failure to comply with, or verify participation in, activities is requested and verified by the participant. (TANF 702-2)

NOTE: Sanctions are not imposed if the household is receiving benefits in the TANF Post-Employment Program. Non-compliance or loss of employment will result in case closure.

A sanction has two elements:

1. evaluation of good cause (Sections 702-2 and 1509-1), and
2. penalty.

FS NON-COMPLIANCE

The Food Stamp allotment must be redetermined when there is a TANF non-compliance. Refer to FS Policy Manual section 602-5.

SUPPORTIVE SERVICES

Supportive Service payments are not allowed for any sanctioned individual during the one-month decrease/penalty month, **unless** the sanctioned individual is a work-eligible individual (natural or adoptive parent) who is mandated to participate in activities during the sanction penalty month and has negotiated and agreed to comply with allowable work activities during the sanction penalty month. (TANF 704-1)

Supportive services are not allowed for any sanctioned individual who chooses to participate during the one month ineligibility period.

NOTE: Individuals who are sanctioned for a three (3) or six (6) month ineligibility period are not eligible to participate during the ineligibility period.

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**SANCTION
COUNTER**

Effective January 1, 2008, changes to the sanction policy were implemented. At this time the sanction "counter" for all TANF participants was reset to zero (0). This "counter" tracks the number of sanctions the individual has received under current sanction policy and is used to give messages to close the case when an individual has 2 or more sanctions under previous policy.

NOTE: The 'historical' information on sanctions displayed on SAPH will remain in TEAMS in order to determine the overall number of sanctions an individual has had imposed.

**SANCTION
PERIODS**

Effective January 1, 2008, the sanction policy is as follows:

1st Sanction:

One (1) month penalty period for the sanctioned individual(s)

2nd Sanction:

One (1) month total household ineligibility period

3rd Sanction:

Three (3) month total household ineligibility period

4th and subsequent sanction:

Six (6) month total household ineligibility period

**PENALTY
PERIOD (MONTH)**

The month of the 1st sanction is referred to as the 'penalty month' because there is the penalty of a reduced benefit. The sanctioned individual is still considered eligible for benefits. However, the household's grant will decrease by an amount equal to one person's share of the payment and the individual may be required to participate in activities during the reduction month.

(See section titled "Participation During the One-Month Decrease.")

The reduction is accomplished by coding the sanctioned individual(s) as 'DQ' on SEPA with an 'SN' reason code. If two individuals are sanctioned, the reduction is equal to two people's share of the payment.

The one-month decrease begins the first of the month after giving timely notice to the participant. If the benefit month has been authorized, TEAMS will deauthorize and the deauth message will be displayed. If timely notice cannot be sent, the imposition of the one-month decrease must be set to begin the next benefit month.

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During the one-month decrease, the sanctioned individual's time clock continues to increment - "tick" – regardless of their participation requirements. If the case is closed, the timeclock does not increment. (See Section 802-1 for timeclock information.)

NOTE: In order for the clock of a sanctioned teen parent (Adult/Child indicator 'I') to tick during a sanction, the PTP exemption code must be removed from AF SEPA. An alert should be set to re-enter the PTP exemption code once the sanction has been served.

**► PARTICIPATION
DURING THE
PENALTY
MONTH**

If the sanctioned individual is considered a "work-eligible individual" (TANF 701-1), they are required to negotiate and sign a FIA with the OPA Case Manager **AND** a new EP with the WoRC Case Manager prior to the reduced amount of benefits being issued. **Both the FIA and EP must be signed no later than the 25th of the month or within three working days from the date of the A741 notice, which ever is later.**

► If the sanctioned "work-eligible individual" fails to negotiate both the FIA/EP for the sanction penalty month **by the 25th** of the month preceding the sanction penalty month (or the first working day following the last day of the month if the last day of the month is on a weekend or holiday), the case is closed for failing an eligibility requirement. **No decreased benefits are issued.**

NOTE: The A741 notice indicates that both the FIA and EP must be signed and also contains the information regarding case closure for failure to negotiate and sign both documents by the end of the current month.

The FIA/EP may contain different work activities than were previously negotiated. During that month, childcare coverage will still be available to allow the sanctioned parent to participate in the negotiated work activities. Supportive services also may be available to allow the "work-eligible individual" to continue to participate during the penalty month.

NOTE: If the household subsequently reapplies for TANF after the effective date of closure, for the sanction penalty month, the sanctioned "work-eligible individual" and any other work-eligible individuals are required to negotiate a FIA/EP for the sanction penalty month, before benefits can be authorized. The sanctioned individual remains coded 'DQ/SN'. Benefits will be pro-rated for the sanction penalty month based on the criteria outlined in TANF 103-5.

If the sanctioned individual is **not** required to negotiate a FIA/EP and agree to participate in work activities during the sanction penalty month, (TANF 701-1) but wants to continue to participate in previously negotiated activities during the one-month decrease, they can.

During the penalty month childcare coverage will still be available to allow the sanctioned individual to participate in those activities. However, if the non-work eligible individual fails to participate after choosing to continue to participate, no additional penalties are imposed.

If the individual is participating in a WEX, Worker's Compensation coverage will also continue for the month.

Supportive services will not be allowed as the sanctioned individual is not a "work-eligible" individual.

► ENDING THE FIRST SANCTION

A participant who is **not** a work-eligible individual and is not required to negotiate a FIA/EP during the sanction penalty month is required to negotiate and sign a FIA with the OPA Case Manager **AND** a new EP with the WoRC Case Manager by the end of the sanction penalty month. **Both the FIA and EP must be signed by the 25th of the sanction penalty month.**

► If the FIA/EP is negotiated by the 25th day of the sanction penalty month, full benefits will be reinstated the first of the **next** month once all requirements are met.

NOTE: The A740 notice indicates that both the FIA and EP must be signed and also contains the information regarding case closure for failure to negotiate and sign both documents by the end of the sanction penalty month.

► Failure to negotiate a new FIA/EP by the 25th of the sanction penalty month will result in case closure. However, the participant may reapply for TANF cash assistance at any time following case closure. (The household is no longer subject to an "automatic" ineligibility month.)

1. If the case has been closed, TEAMS will not allow the case to be reverted to open based on the sanction. In this instance, an application must be registered using the date of request as the application date and the first of the next month as the benefit start date. If the case was not closed yet, move on to step 2.
2. The Eligibility Case Manager would change the individual's participation code on SEPA from 'DQ' to 'IN' for the **next** month.

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3. A referral would be made to either Tribal NEW or WoRC on EMPL. (A referral to WoRC will trigger an alert on RELI).
4. If the referral is to NEW, benefits can be authorized for the next month and if the case has been closed, send TEAMS notice X-501 "Revert to Open".
5. If the referral is to WoRC, benefits cannot be authorized until the participant negotiates a Family Investment Agreement/WoRC Employability Plan (FIA/EP).

INELIGIBILITY PERIOD

The 'ineligibility period' refers to the time period for total case closure and an ineligibility period imposed against the following:

- all individuals who were considered to be a TANF recipient in the household at the time of the sanction (coded 'IN' or 'DQ/SN');
- individuals who were required filing unit members at the time of the sanction (coded 'DQ', 'DP', 'SC' or 'TR'); or
- all individuals who enter the household during the ineligibility period and who would have been a required filing unit member at the time of sanction. This includes unborn children at the time of sanction (coded 'UB').

The sanction ineligibility periods increase depending on the number of sanctions the participant has imposed against them. (See 'SANCTION PERIODS' section on page 2.)

PENALTY/ INELIGIBILITY PERIOD FOLLOWS INDIVIDUAL

If an individual who is subject to a penalty month or an ineligibility period (see above) leaves the assistance unit and moves into another TANF household, the penalty month/ineligibility month follows him/her to the other household.

There are two (2) exceptions to the ineligibility period following the children in a sanctioned household to another household:

1. If the child (or children) who is subject to the sanction ineligibility period is removed from the home by Child and Family Services, placed in another household **and is eligible for child only TANF** in the other household, the child (or children) may receive **child only** TANF cash assistance during the time period he/she is placed with another household; or
2. If the child (or children) who is subject to the sanction ineligibility period is living in another household who **makes application for and is eligible for child only TANF**, the child (or children) may receive child only TANF cash assistance during the time period he/she is living in the other household.

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NOTE: All eligibility criteria for child only TANF, including completion of a child support referral on all absent parents, must be met.

INELIGIBILITY PERIOD EXAMPLES:

Example 1: Mom and 2 children are receiving TANF. Mom is sanctioned and a three (3) month ineligibility period is imposed for the months of June, July and August. The ineligibility period is imposed against Mom and the 2 children. On August 5th she reports that another child has returned to her household. She applies for TANF cash assistance for that child. Because the child would have been a required filing unit member at the time of sanction, he/she is not eligible for TANF cash assistance until the end of the sanction ineligibility period.

Example 2: Dad and 1 child are receiving TANF. Dad is sanctioned and a three (3) month ineligibility period is imposed for the months of July, August and September. His case is closed effective June 30. On August 10th his mother (Grandma) makes application for child only TANF, indicating she has the child in her home. Grandma provides all required information and verification and is otherwise eligible for child only TANF for the child. TANF is issued for the child effective August 10th.

Example 3: Same example as #2 except on August 10th the mother of the child makes application for TANF, indicating the child is now living with her. Because Mom is a required filing unit member, the child is not eligible for child only TANF. Therefore, the application is denied.

PARTICIPATION DURING THE ONE-MONTH INELIGIBILITY

If any participant wants to continue to participate in previously negotiated activities during a one-month ineligibility period, he/she can.

During that month, childcare coverage will still be available to allow the sanctioned individual to participate in those activities. However, if the individual fails to participate after choosing to participate, no additional penalties are imposed. If the individual is participating in a WEX, Worker's Compensation coverage will also continue for the month. Supportive services will not be available during the ineligibility period.

NOTE: If any participant wants to participate in employment and training opportunities offered through the WoRC Program during the three (3) or six (6) month ineligibility period, they will not be considered a TANF participant during the ineligibility period. TANF childcare is not available during the ineligibility period. Worker's Compensation coverage is also not available during the ineligibility period. Supportive services are not available during the 3 or 6 month ineligibility period.

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**TIMECLOCK
DURING
INELIGIBILITY
PERIOD**

The timeclock does not increment during the ineligibility period unless the participant requests and receives continuation of benefits **for one month** pending a Fair Hearing. Once the benefit is authorized, the timeclock will increment ("tick") even if the Hearings Officer rules in favor of the State and the participant is required to repay the benefits.

In this situation, the participant will be considered to have served one month of the ineligibility period due to having to repay the continued benefits.

**APPLICATION
FOLLOWING
INELIGIBILITY
PERIOD**

The household must complete a new Application for Assistance (HCS-250) if they wish to receive TANF cash assistance after the ineligibility period, regardless of participation during the ineligibility period.

EXCEPTION: If the household has requested and received continued benefits pending a fair hearing for one month during a one month ineligibility period, they do **not** need to complete a new application, but must negotiate a new FIA/EP prior to receiving further TANF cash assistance benefits. (The A502 "Continued Benefits Fair Hearing Sanction" notice has been updated to include this requirement.)

**INTENSIVE CASE
MANAGEMENT
(ICM) MEETING**

Individuals who are applying for TANF cash assistance and who have been sanctioned at least twice since January 1, 2008 are required to participate in an intensive case management (ICM) meeting within the first 30 days of TANF eligibility. Failure to participate in the ICM meeting within the first 30 days of TANF eligibility will result in case closure for failing an eligibility requirement.

NOTE: Timely notice of closure must be sent using the A613 notice.

If the individual fails to participate in the ICM meeting and the case is subsequently closed; if the individual later reapplies for TANF cash assistance, the individual will be required to participate in and complete the ICM meeting **prior** to TANF benefits being authorized. (TANF 300)

**ICM MEETING/
TRIBAL NEW**

If the individual who is applying and is required to participate in an ICM meeting is being referred to Tribal NEW for case management services, they will not be mandated to participate in an ICM meeting, unless Tribal NEW determines it is appropriate.

NOTE: The OPA Eligibility Case Manager must note the fact that the individual has been sanctioned at least twice since January 1, 2008 on the referral to Tribal NEW.

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**PURPOSE OF
ICM MEETING**

The purpose of the ICM meeting is to discuss the reasons for non-compliance and to assist the participant in identifying reasons for non-compliance. The ICM meeting may also identify appropriate measures, accommodations and/or referrals that can assist the participant in engaging in the allowable work activities.

**ICM MEETING/
WoRC REFERRAL**

If the individual who is applying and has been sanctioned at least twice is being referred to WoRC for case management services, the following process will be followed in regards to the ICM meeting:

**OPA Eligibility
Case Manager:**

The OPA Eligibility Case Manager will review the Sanction Person History (SAPH) for all TANF cash assistance applicants to determine if the individual has been sanctioned at least twice since January 1, 2008.

If the individual has been sanctioned at least twice since January 1, 2008, they are required to participate in an ICM meeting as follows:

1. If the individual, who is required to participate in an ICM meeting, has not previously been required to participate in an ICM meeting, the OPA Eligibility Case Manager will inform the individual of the requirement to complete the ICM meeting within the first 30 days of eligibility, or their case will be closed.
2. If the individual, who is subject to the ICM meeting, had previously been required to participate in an ICM meeting, failed to do so and their case closed for failing the eligibility requirement, the OPA Eligibility Case Manager will inform the individual of the requirement to complete the ICM meeting prior to TANF benefits being authorized. (TANF 300)

The OPA Eligibility Case Manager will indicate the need for an ICM on the WoRC Referral form or via email or phone call to the WoRC Operator. The information provided to the WoRC Operator must indicate whether the applicant is required to complete the ICM prior to TANF benefits being issued or within the first 30 days of eligibility.

**NOTE:**

The OPA Eligibility Case Manager should also discuss the ICM process with the participant. Information on whether the applicant is required to complete the ICM prior to TANF benefits being issued or within the first 30 days of eligibility should be provided as well as information regarding the opportunity to have other individuals present at the ICM to assist the participant.

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WoRC Case Manager:

When the WoRC Case Manager receives information indicating the need for an ICM meeting, the following steps will be taken:

If the individual has been sanctioned at least twice since January 1, 2008, **and was not previously required to complete an ICM meeting**, the WoRC Case Manager will take the following steps:

1. Review the purpose of the ICM meeting with the TANF applicant;
2. Notify them of the requirement to participate in the ICM meeting within the first 30 days of eligibility or face case closure;
3. Schedule the ICM meeting with the participant during their enrollment and notify the OPA eligibility case manager of the meeting time. Provide information regarding the opportunity to have other individuals present at the ICM to assist the participant and/or speak on their behalf.

NOTE: It is recommended that WoRC schedule the appointment with the participant and notify the OPA with a meeting time. **It is not required that both WoRC and OPA attend the ICM meeting.**

NOTE: The ICM Meeting may take place at the time of the enrollment if the participant wishes. If this occurs, a separate case note stepping out the ICM portion of the meeting should be entered.

4. A release must be signed and kept in the case file if additional attendees are present.
5. Case note what steps you have taken in the ICM Meeting process.
6. The WoRC Case Manager will notify OPA as to whether or not the ICM meeting was held.

► OPA Eligibility CASE MANAGER

Upon notification from the WoRC Case Manager the Eligibility Case Manager will take the following steps:

1. OPA eligibility case manager will have the option of attending the ICM meeting;
2. Set alert to provide timely notice of closure by the **15th of the following month**, if the ICM Meeting has not been completed.

NOTE: Timely notice of closure must be sent using the A613 notice.

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- 3. Case note what steps you have taken in the ICM Meeting process.

WoRC Case Manager

If the individual has been sanctioned at least twice since January 1, 2008, **was previously required to complete an ICM Meeting, and was closed for failure to complete the ICM Meeting**, the WoRC Case Manager will take the following steps:

WoRC Case Manager cont.

1. Review the purpose of the ICM meeting with the TANF applicant;
2. Notify them of the requirement to participate in the ICM meeting prior to authorization of TANF cash assistance;

- 3. Schedule the ICM meeting with the participant during their enrollment and notify the OPA eligibility case manager of the meeting time. Provide information regarding the opportunity to have other individuals present at the ICM to assist the participant and/or speak on their behalf.

- **NOTE:** It is recommended that WoRC schedule the appointment with the participant and notify OPA with a meeting time. **It is not required that both WoRC and OPA attend the ICM meeting.**

- **NOTE:** The ICM Meeting may take place at the time of the enrollment if the participant wishes. If this occurs, a separate case note stepping out the ICM portion of the meeting should be entered.

- 4. A release must be signed and kept in the case file if additional attendees are present.

- 5. Case note what steps you have taken in the ICM Meeting process.

- 6. The WoRC Case Manager will notify OPA as to whether or not the ICM meeting was held.

► OPA ELIGIBILITY CASE MANAGER

Upon notification from the WoRC Case Manager the Eligibility Case Manager will take the following steps:

- 1. OPA eligibility case manager will have the option of attending the ICM meeting; and
2. Set alert to deny the application for failure to complete the ICM Meeting if not completed within 30 days.

NOTE: Notice of denial must be sent using the A202 notice.

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3. Case note what steps you have taken in the ICM Meeting process

► PARTICIPANT DOES NOT ATTEND ICM

If the participant does not attend the ICM Meeting, WoRC must notify the OPA immediately so the notice of closure (A613) and/or denial (A202) may be sent.

► ICM MEETING ATTENDEES

It is recommended that WoRC schedule the appointment with the participant and notify OPA with a meeting time. It is not required that both WoRC and OPA attend the ICM meeting. The ICM meeting should include the WoRC Case Manager and/or supervisor and may include the OPA County Director and/or supervisor, the Eligibility Case Manager and any other entities or agencies that the participant has indicated he/she would like to have involved. For example, advocates for the participant, counselors, Voc-Rehab, etc.

► ICM TEAMS PROCESS

When a participant, who is required to complete an ICM meeting completes the meeting, the OPA Eligibility Case Manager must enter the completion date on the SAPH screen in TEAMS.



The SAPH screen is accessed from SEPA. Place an 'S' in the HIST column on SEPA next to the participant and hit enter. This will bring up the SAPH screen. If the participant completed the ICM, enter a 'Y' in the completed column with the date completed.



If the participant fails to complete the ICM, enter an 'N' in the completed column. This will stop further benefits from being issued.



NOTE: Please refer to TEAMS Bulletin TB2008-02 for more information.

SANCTIONED INDIVIDUAL LEAVES HOUSEHOLD

If the household reports that the sanctioned individual has left the household during a sanction penalty month, the household is required to complete the HCS-262 "Household Member Absence" form. The information on the form will be used to make a determination of whether or not the member is considered to be temporarily absent. (TANF 302-1) Household composition should be considered questionable and verification requested. (TANF 201-3; 103-4)

If the verification indicates the sanctioned individual is not temporarily absent the sanctioned individual must be removed from the household. In order to do this, the sanction must be lifted via SAMA (see cancel/remove a sanction process on page 10). Once the sanction is lifted, the individual must be coded 'OU' on AF SEPA and removed from the household via DECC. Benefits for the remaining household members may be issued, provided all other eligibility criteria are met.

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NOTE: In this instance the sanction does still count against the individual. A TEAMS case note titled "Sanction Lifted—Remove from HH" must be entered. A PRAP alert should be entered on the individual. An ETAL alert should be set for a time period 6-12 months in the future indicating the sanction is still considered imposed, even though it will not show on the Sanction Person History (SAPH) screen in TEAMS.

EXTENDED BENEFIT CASES

The sanction process does not occur in extended benefit cases. (TANF 801-3) Sanctions for non-compliance end when the 60th month is used. Neither a sanction penalty month nor an ineligibility month can be imposed past the 60th month.

TANF POST- EMPLOYMENT

The sanction process does not occur in TANF Post-Employment cases. (TANF 604-2) Non-compliance and/or loss of employment will result in case closure and potential transfer back to the TANF cash assistance program.

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FIRST SANCTION PROCEDURE

Complete the following procedure to assure the sanction is entered and penalty period is imposed and recorded on TEAMS.

RESPONSIBILITY:

ACTION:

Eligibility Case Manager:

1. Upon approval of the Sanction Review Committee or upon sanction referral from Tribal NEW, go to the EMPL screen and enter 'S' next to the appropriate component. TEAMS will go to SAMA.
2. On SAMA, add information in the COMMENTS field, and press enter to store the sanction. Then press F5 to return to EMPL. Benefits will be deauthorized.
3. Go to SEPA and change the sanctioned individual's Part Code from 'IN' to 'DQ' and enter the 'SN' reason code.
4. Go to EXPD to determine if the individual is a "work-eligible individual" and required to negotiate a FIA/EP during the sanction penalty month. (TEAMS is programmed to determine who is a "work-eligible individual" based on parental connection and participation code.) EXPD will also show if the household remains eligible for cash assistance.
5. Send appropriate sanction notice to the participant:

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- a. If the individual is a “work-eligible individual” send the TEAMS A741 “1ST SAN DEC--WORK ELIGIBLE” notice. This notice informs the participant that they are required to negotiate a FIA/EP and agree to participate in work activities during the one month sanction penalty month. They must negotiate a FIA/EP for the sanction penalty month to avoid case closure and to receive the decreased TANF benefits during the penalty month.
- b. If the individual is not a “work-eligible individual” send the TEAMS A740 “1ST SAN DEC—NOT WORK ELIGIBLE” notice. This notice informs the participant that they are required to negotiate a new FIA/EP prior to the end of the sanction penalty month to receive further benefits and avoid case closure for failing to negotiate a FIA/EP.

RESPONSIBILITY:**ACTION:****Eligibility
Case Manager:**

6. Determine the Food Stamp noncompliance adjustment if appropriate (FS 602-5).
7. Notify the Section 8 housing provider using the HCS-783 “Sanction Housing Notification,” if the individual is in Section 8 housing.

NOTE: This is not a mandatory form but it has been revised and may be useful as a communication tool with Section 8 housing.

8. If the sanctioned individual is a “work-eligible individual” and they do not negotiate a FIA/EP by the end of the current month for the sanction penalty month, close the TANF cash assistance case using the ‘SAN’ closure code. No further notice is required.
9. If the individual is not a “work eligible individual” and they do not negotiate a new FIA/EP prior to the end of the penalty month for the following month, close the TANF cash assistance case with the ‘FIA’ closure code. No further notice is required. The household may reapply for TANF cash assistance for the following month and be found eligible.

**WORC CASE
MANAGER:**

1. Notify the R &R of the sanction and to discontinue childcare assistance if appropriate.
2. Reconcile participation hours on EMPR for the month of closure.
3. Document TEAMS Case Notes (CANO).

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**SECOND AND
SUBSEQUENT
SANCTION
PROCEDURE**

Complete the following procedure to assure the sanction is entered and the ineligibility period is imposed and recorded on TEAMS.

RESPONSIBILITY:**ACTION:****Eligibility
Case Manager:**

1. Upon approval of the Sanction Review Committee or upon sanction referral from Tribal NEW, go to the EMPL screen and enter 'S' next to the appropriate component. TEAMS will go to SAMA.

RESPONSIBILITY:**ACTION:****Eligibility Case
Manager:**

2. On SAMA, add information in the COMMENTS field, and press enter to store the sanction. Then press F5 to return to EMPL. Benefits will be deauthorized.
3. Go to SEPA and change the sanctioned individual's Part Code from 'IN' to 'DQ' and enter the 'SN' reason code.
4. Notify the Section 8 housing provider if the individual is in Section 8 housing using the HCS-783 "Sanction Housing Notification".

NOTE: This is not a mandatory form but it has been revised and may be useful as a communication tool with Section 8 housing.

5. Determine the Food Stamp noncompliance adjustment. (FS 602-5)
6. Close the case using the 'SAN' closure code.

Document action taken in TEAMS Case Notes (CANO). Send appropriate notice of closure using TEAMS A609 "2ND OR MORE SANCTION CLOSE" notice.

**WORC CASE
MANAGER:**

1. Notify the R & R of the sanction and to discontinue childcare assistance if appropriate.
2. Reconcile participation hours on EMPR for the month of closure.
3. Document TEAMS Case Notes (CANO).

**CANCEL/REMOVE
A SANCTION**

Once imposed, a sanction is canceled or removed only if the participant has requested and verified good cause as determined by the Sanction Review Committee (Sections 1509-1 and 702-2), a Fair Hearing and

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continued benefits have been requested, a Fair Hearing decision is in his/her favor, or an administrative error has occurred. An Eligibility Supervisor has the ability to take the necessary action.

REMOVING A SANCTION- PROCEDURE

If a sanction must be lifted; the Eligibility Supervisor is authorized to do so using the following procedure:

1. From EMPS select the participant who is sanctioned by placing the cursor or entering a character in front of his/her name. Press Enter.
2. This will bring up EMPL for that participant. Access the SAMA screen from the EMPL screen by entering an 'S' in the select field next to the component in question. A blank SAMA screen will appear.
3. On SAMA, in the 'Sanction number field', enter the number of the sanction to be removed. Press Enter to display that sanction.
4. Tab to the 'Remove Sanction field'. Enter your password. Press ENTER.

Once the sanction is removed, eligibility must be redetermined and a new FIA/EP must be negotiated. Change the individual's Part Code on AF SEPA from 'DQ' to 'IN'. The Eligibility Case Manager must redetermine Food Stamp eligibility and allotment. Document action in TEAMS Case Notes (CANO).

NOTE: If this action occurs after TEAMS Cutoff, a supplement may need to be issued.

EXAMPLES

The following are examples for the new sanction policy:

EXAMPLE 1:

Mom and 2 children are receiving TANF cash assistance. Mom has negotiated job search activities on her EP, but fails to provide verification of the activities and/or maintain contact with the WoRC Case Manager.

On January 15th, the WoRC Case Manager sends a sanction recommendation form to the OPA. This is Mom's first sanction. The WoRC Case Manager changes the CPLY indicator on EMPL to an 'N' next to the appropriate JBS component.

On January 17th, the sanction review committee meets and determines the sanction is appropriate. They complete the sanction recommendation form indicating their agreement.

On January 18th the OPA Eligibility Case Manager sends timely notice of sanction via TEAMS notice A741 "1st SAN DECREASE-- WORK

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ELIGIBLE” to Mom notifying her of the sanction and the requirement to negotiate a FIA/EP for the penalty month of February in order to receive the reduced benefit.

On January 28th Mom contacts the OPA Eligibility Case Manager and WoRC Case Manager and negotiates her FIA/EP for February. The reduced TANF benefit is released for February.

EXAMPLE 2:

Mom and 2 children are receiving TANF cash assistance. Mom has previously been sanctioned once for non-compliance and received the decreased benefits during her penalty month. Mom has negotiated a WEX placement for her EP.

On July 10th, Mom requests her TANF case be closed. The OPA Eligibility Case Manager sends closure notice on July 11th. This notice includes the requirement for Mom to continue to participate in allowable work activities as negotiated in July.

On July 15th, the WoRC Case Manager sends a sanction recommendation form to the OPA as Mom has failed to show for her WEX placement for 6 days. The WoRC Case Manager changes the CEMPLY indicator on EMPL to an ‘N’ next to the WEX component.

On July 17th, the sanction review committee meets and determines the sanction is appropriate. They complete the sanction recommendation form indicating their agreement.

► On July 22nd, the OPA Eligibility Case Manager sends adequate notice of sanction via TEAMS notice A640 “2ND OR MORE SANCTION CLOSE” to Mom notifying her of the sanction and the imposition of the one month ineligibility period.

The entire household is ineligible for TANF from August 1st through August 31st. If Mom wishes to receive TANF cash assistance following the ineligibility period, she must reapply for TANF. She may be eligible effective September 1st.

MAF

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